

PRIVACY BREACH INCIDENT REPORT – APPENDIX B**Category:** Data, IT and Records Management **Effective:** September 2022**REPORTING A BREACH**

- **Step 1: Complete this form (to be completed by the supervising district/school administrator)**
- **Step 2: Send the form to the RTIPPA Coordinator: asdw.communications@nbed.nb.ca**

Supervising District/School Administrator InformationName and title: **Description of the Breach**Date of breach: Date when the breach was discovered: Date reported: Location of breach:

What kind of privacy breach occurred? Select all that apply:

- ☐ Unauthorized access to personal information
- ☐ Unauthorized use of personal information
- ☐ Unauthorized disclosure of personal information
- ☐ Unauthorized disposal of personal information
- ☐ Other (please specify):

What kind of personal information is involved?



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Format of information

- ☐ Paper records
- ☐ Electronic records
- ☐ Verbal/oral
- ☐ Other (Please describe):

How many individuals are affected by the breach?

How did the breach occur? Please elaborate. (Can include a timeline of events.)

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How was the breach discovered?

Containment:

Please list the immediate steps taken to contain the breach:

Is there any reason to believe that the information was copied or shared?

Yes ☐No ☐

Please explain:

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Has the affected individual(s) been notified?

Yes ☐No ☐

If yes, please describe how and when they were notified. If not, please explain:

If applicable, have the police been notified?

Yes ☐No ☐

If yes, who was notified and when? If not, please explain:

Prevention & Corrective Measures

What procedures are in place to prevent this type of incident? Were they followed?

What are your proposed corrective measures to avoid future breaches similar in nature?

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- The following sections are to be completed by the District RTIPPA Coordinator.

Investigation

Summary of the investigation process:

Risk Assessment

Summary of potential harm to affected individuals:

- ☐ **Bodily harm** (when the information places any individual at risk of physical harm, such as stalking or harassment)
- ☐ **Hurt, humiliation, damage to reputation or relationships** (associated with the loss of information such as employment information or financial information)
- ☐ **Loss of employment, business, or professional opportunities** (usually as a result of damage to the reputation of an individual)
- ☐ **Financial loss, negative effects on a credit record**
- ☐ **Identity theft** (more likely when the breach includes loss of name, contact information, date of birth, Drivers' license number, etc.)
- ☐ **Damage** to or loss of property
- ☐ **Breach of contractual obligations** (contractual provisions may require notification of third parties in the case of a data loss or privacy breach)
- ☐ **Other**

Level of sensitivity of the information involved in the breach:

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The probability that the personal information involved in the breach has been, is being, or will be misused:

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Findings and Recommendations

Summary of findings and recommendations:

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